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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 602  
**EFFECTIVE DATE:** 11/18/08  
**REVISED:** 08/02/11 | 05/05/15  
12/15/15 | 02/07/17  
01/02/18 | 07/15/25  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** AO

**SUBJECT: ANNUAL LEAVE**

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**I. Purpose:**

To provide policy and procedures regarding annual leave eligibility and usage.

**II. Policy:**

The established annual leave year is the calendar year, January 1st through December 31st each year.

**2.1 Annual Leave Accrual**

- a. All eligible full-time employees are eligible to take accrued annual leave time off after 6 months of employment. The eligible employees will be credited with an equivalent of 6 months of earned annual leave at the appropriate accrual rate at the end of 6 months of employment. Exceptions to this section in Layoffs and Reinstatement Policy 802 apply. Other exceptions may be made under extenuating circumstances with approval of the department head and the HR Director.
- b. Regular employees continually scheduled to work an average of 40 hours per week will accrue annual leave. Employees do not accrue annual leave for overtime hours worked.
- c. Accrual of annual leave for eligible employees is as follows:

<b>Years of Service</b>	<b>Hours Earned</b>	<b>Maximum Hours/Year</b>
Less than 5 years	0.0577 / hr.	120
5 years but less than 10 years.	0.0769 / hr.	160
10 years and more.	0.0865 / hr.	180

Except as noted, all accrual rates are expressed in terms of fractions of an hour earned for every regularly scheduled hour worked on paid leave. Annual leave is not accrued for any other hours. Annual leave is accumulated to the employee on a biweekly basis coinciding with pay periods.

- d. Annual leave credits are accrued for each pay period the employee is in full pay status for a major portion of his/her regularly scheduled biweekly hours. Annual leave is not accrued during leave of absence without pay. No employee may accumulate more than 240 hours of annual leave in a calendar year.

## 2.2 Annual Leave Use and Payout

- a. No more than 240 annual leave hours may be taken within any calendar year, subject to staffing requirements. An employee shall be paid at his/her base hourly rate for each hour of annual leave time taken. Annual leave taken during a biweekly period shall be charged before annual leave earned during that pay period is credited.
- b. Holidays as defined by Policy 601 occurring within the annual leave period will not be counted against annual leave hours. An employee becoming ill while on annual leave shall have leave charged to accrued sick leave upon request and upon presentation of proper documentation.
- c. Annual leave preferences shall be granted in order of seniority. For purposes of this section, seniority is determined by the provisions of Policy 801.
- d. Employees shall request annual leave by providing a minimum of 14 calendar days of notice to the supervisor or department head. An exception to this 14-day requirement may be granted by the department head or supervisor after considering the circumstances that warrant such exception and the convenience and conventionality of the department.
- e. Payout for Excessive Annual Leave: Each year on December 1 of the current year employees with more than 200 hours of unused annual leave may submit a written request, signed by the department head or the HR Director, to receive a payout of up to 60 hours. Payment will be at the employees' current base rate of pay and will be processed on the last payday of December of the same year. If the employee does not request pay out, the balance will remain the same and will not exceed 240 hours as stipulated in 2.1 of this policy.
- f. An employee becoming ill while on annual leave shall have leave taken while ill charged to sick leave upon request and upon presentation of proper documentation.

## 2.3 Annual Leave Compensation at and After Termination

- a. Employees voluntarily separated from employment shall lose all rights for computing prior service upon re-employment by the employer.
- b. Upon termination from employment, the employee shall be compensated at his/her base rate of pay for the total number of annual leave hours accrued as shown in the following table.

<b>Years of Service</b>	<b>Max Hours</b>
Less than 5 years	240
5 years but less than 10 years	320
10 years and more	340

### III. **RESPONSIBILITY FOR REVIEW: The County HR Director will review this policy every 5 years or sooner as necessary.**